



Chief Financial Officer Management Position

Reporting directly to the Clerk Administrator, the Chief Financial Officer's position provides for the control, management and efficient and effective administration of the financial accounting and data processing functions of the municipality in the areas of planning and budgeting, accounting, investment and fund management, asset management, tax and water revenue, risk management, payroll and purchasing and fulfils the statutory requirements of the municipal financial administration as set out in the Ontario Municipal Act, Employee Standards Act, the Public Sector Accounting Board requirements, the Municipal Asset Management Planning requirements, Insurance requirements and reporting, group benefits administration, the accounting of tangible capital assets, the Cemetery Act, Freedom of Information and the Protection of Privacy Act and the Vital Statistics Act. The Chief Financial Officer will directly supervise office staff and their annual job appraisals. The Chief Financial Officer will take an active role, either directly or indirectly, in negotiating the Collective Agreement. In the absence of the Clerk Administrator, the Chief Financial Officer will assume his/her duties and responsibilities and as an acting authority in the operation of the municipality.

Major Responsibilities:

Staff

- Direct supervision of the administrative office staff
- Responsible to administer the ratified Collective Agreement as it pertains to wage increases, premiums, vacation entitlement,
- Prepares and delivers the annual Employee Appraisals for the office staff
- Reports to the Personnel Committee when necessary to provide the Committee accurate information in order for it to make an informed recommendation to Council regarding a staffing matter or an individual staff member.
- Participates, either directly or indirectly, with Collective Agreement negotiations
- Tracking of staff sick time, overtime and vacation time taken (including the approval of vacation requests from office staff)
- Ensuring time sheets are accurately completed and submitted in order to complete the payroll activity in a timely manner
- Ensures the bi-weekly payroll is processed and distributed to staff in a timely manner
- Complete Record of Employment forms and file in a timely manner
- Prepare and submit in a timely manner any WSIB reports

Financial

- Directly responsible for the statutory duties of the Municipal Treasurer under the Municipal Act and other applicable Acts of Legislature
- Prepares, consolidates and monitors the annual capital and operating budgets
- Responsible for the establishment and control of all financial and accounting systems and procedures, including cash flow, investment and trust funds
- Monitors the continual updating of the municipal Asset Management Plan
- Provides oversight for Accounts payable, Accounts receivable, Water and Tax billing and collection
- Oversees the municipal procurement process
- Develops, in conjunction with Council, long and short term goals and objectives for capital investment and cash management strategies
- Negotiates all investments on behalf of the municipality
- Ensures required insurance coverage is in place for the municipality and oversees the corporate risk management planning
- Assisting other staff by providing financial information for the purpose of applying for funding grants
- Preparing and submitting financial reports for approved funding projects in a timely manner
- Collect and prepare information for the annual external audit

Other

- General Manager and Financial Administrator for the South River Power Generation Company
- Provides support to the Clerk Administrator, and, acts on his/her behalf in the statutory, operational and advisory duties of the Clerk Administrator as set out in the *Municipal Act* in the absence of the Clerk Administrator or when given specific direction to do so by the Clerk Administrator.
- Participates in election planning and preparation
- Assist with the maintenance of the Village's official records
- Complete and return all necessary government forms and reports in a timely basis
- Attends Council and/or committee meetings in the absence of the Clerk Administrator.
- Assist other staff with general administration of tender packages and/or contracts creating advertisement for newspapers and website and ensuring all relevant requirements are satisfied within the tender applications before processing.

Cemetery

- Manage the administration of the Cemetery operations including the sale of plots, record keeping, investments and financial statements
- Liaison with Cemetery Caretaker regarding maintenance issues and schedule of burials
- Liaison with local funeral directors
- Respond to inquiries from the public

- Prepare and maintain Vital Statistics Records and submit forms to the Registrar General in accordance with the Vital Statistics Act

Lottery License

- Manage the administration of the Lottery operations including record keeping, the preparation and submission of required reports and collection of appropriate fees

Commissioner of Oaths

- Commissioner for taking Oaths for the Village legal requirements and for its residents

Education and Qualifications:

- The successful candidate will have a University degree or College diploma in Accounting or Business Administration
- Formal training and working knowledge in accounting, bookkeeping, financial reporting, financial formulae and analysis
- Five years of municipal experience involving finance, policy development, fiscal planning and supervision of staff in a related municipal/financial environment would be an asset
- A thorough knowledge of financial planning, analytical techniques, management accounting and controls
- Thorough understanding of regulations as they relate to the Municipal Act and the roles of Council, the Clerk Administrator and the Finance Department

This is a full-time, management position (35 hours/week) with the requirement to attend regularly scheduled Council meetings and special meetings as required. The municipality offers a competitive benefits package. The Salary will be commensurate with qualifications.

Office hours are 8:30 a.m. to 4:30 p.m. from Monday to Friday.

Office work is performed in an office environment with adequately controlled atmosphere, temperature, lighting, etc.

There will be frequent exposure to interruptions from outside sources.

It may be necessary to work evenings and weekends during peak work periods and to attend conferences and seminars.

It may be necessary to attend Council meetings and/or Committee meetings outside work hours.